

Query

Background

The following procedure will assist you in using the QUERY feature in CM/ECF. Registered participants should use this feature to query the Electronic Case Filing (ECF) system for specific case information.

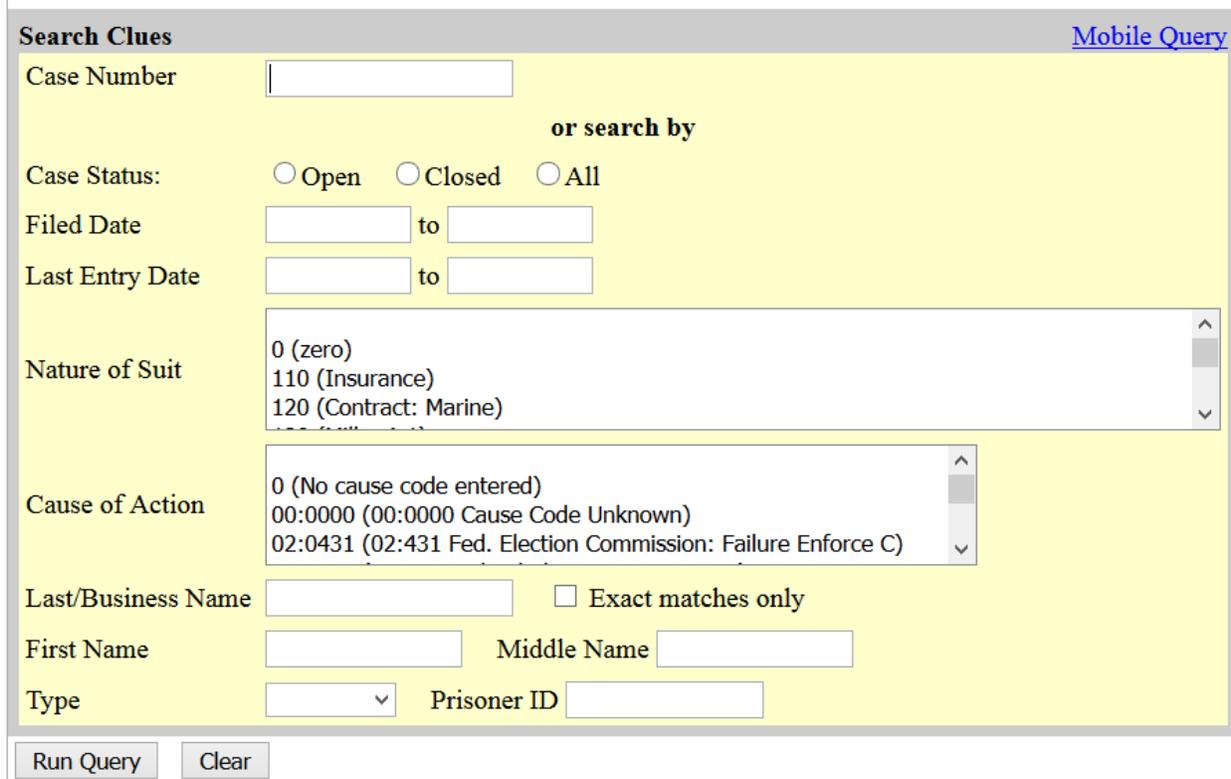
Procedure

To enter the Query mode, click on Query from the blue menu bar of ECF:



If you are not logged into PACER, ECF opens the PACER login screen. You must enter your PACER login and password before ECF permits you to query the ECF database. After you enter your PACER login and password, ECF opens a Query data entry screen:

Query

The screenshot shows the 'Query' data entry screen. At the top left is the title 'Search Clues' and at the top right is a link for 'Mobile Query'. The main area is a yellow form with several input fields and options. 'Case Number' has a text input field. Below it, 'or search by' is centered. 'Case Status' has three radio buttons: 'Open', 'Closed', and 'All'. 'Filed Date' and 'Last Entry Date' each have two text input fields separated by 'to'. 'Nature of Suit' and 'Cause of Action' are dropdown menus with scrollbars. 'Cause of Action' options include '0 (No cause code entered)', '00:0000 (00:0000 Cause Code Unknown)', and '02:0431 (02:431 Fed. Election Commission: Failure Enforce C)'. 'Last/Business Name' has a text input field and an 'Exact matches only' checkbox. 'First Name' and 'Middle Name' have text input fields. 'Type' has a dropdown menu and 'Prisoner ID' has a text input field. At the bottom are 'Run Query' and 'Clear' buttons.

If you know the number that the Court has assigned to the case, enter it in the Case Number field and click on the Run Query button.

You may query the ECF database by the name of a party or an attorney to the case. Enter the last name of the party in the appropriate field. If more than one person with that name is in the database, ECF returns a screen from which to select the correct name. If the individual is a party to more than one case, ECF will open a screen listing all of the cases.

Click on the case number hyperlink and ECF gives the user the opportunity view the docket sheet for that case. You may select a date range for your docket sheet. If you leave the range fields blank, ECF will default to showing the entire docketing report. After you have selected the parameters for your report, click on the Run Report button. ECF will run your custom docket report and display the results.

The document numbers on the docket report are hyperlinks to PDF files of the actual documents. The silver button next to the document number is a link to display the Notice of Electronic Filing Report for the document.

Note

Your PACER login and password are different from your ECF login and password. You must have a PACER account in order to retrieve, view and print certain documents. You will be charged a fee to access documents and docket sheets. For more information on the current PACER fees, please go to www.pacer.uscourts.gov.